

Technical Branch  
Sub-Professional Engineering and  
Planning Series

PLANNING TECHNICIAN IV

1/95

*Summary*

Under general supervision, perform complex para-professional long range, land development or transportation planning work; process special zoning, land use or similar requests; prepare map layouts, charts and similar graphics, and supervise subordinate personnel.

*Typical Duties*

Perform complex technical planning work. Involves: coordinating special projects independently or in conjunction with professional planners; preparing and analyzing urban planning data by using intricate spreadsheet or database applications; proofreading, correcting and updating planning data and reports prepared or compiled by others.

Process applications for special permits, site plans and zoning contracts. Involves: coordinating the review process with other departments and making presentations to City Planning Commission and Mayor and Council.

Plan, direct or participate in field and land use surveys. Involves: collecting data to maintain map and survey files; performing manual or computer aided drafting, as required; checking, revising and correcting detailed drafting work performed by others.

Prepares graphics, illustrations, overlays, map layouts, and charts used in planning studies. Involves: using personal computer software to produce word processing, desk top publishing and graphics applications; overseeing the reproduction and binding of planning reports; maintaining files of photographs and slides; performing encoding, editing and other tasks related to maintaining geographic information system data.

Supervise assigned subordinate personnel. Involves: planning, assigning and reviewing work; evaluating performance; arranging for and conducting training and development activities; enforcing personnel rules and regulations, standards of conduct and work attendance, safe working practices; making recommendations on personnel changes, interviewing applicants.

*Minimum Qualifications*

Training and Experience: Graduation from high school or equivalent and six years of experience preparing or revising maps, graphics, tables, reports or other documents and databases by encoding, cataloging, maintaining or retrieving real property, geographic, architectural, construction, or planning information; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Comprehensive knowledge of planning methods, practices and techniques. Considerable knowledge of: research methodology; word processing, spreadsheet, and graphic computer software applications; manual drafting techniques. Good knowledge of: zoning and subdivision laws; computer aided drafting and geographic information system software comparable to that currently installed. Some knowledge of: supervisory practices and procedures.

Ability to: prepare comprehensive planning studies and reports; read and understand planning documents, base maps, and similar materials; plan, prepare and deliver planning presentations, studies and reports; establish and maintain effective working relationships with fellow employees, officials, and the general public; supervise, evaluate and train assigned personnel.

Skill in the use of personal computer hardware and software comparable to that currently installed.

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Director of Personnel

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Department Head